

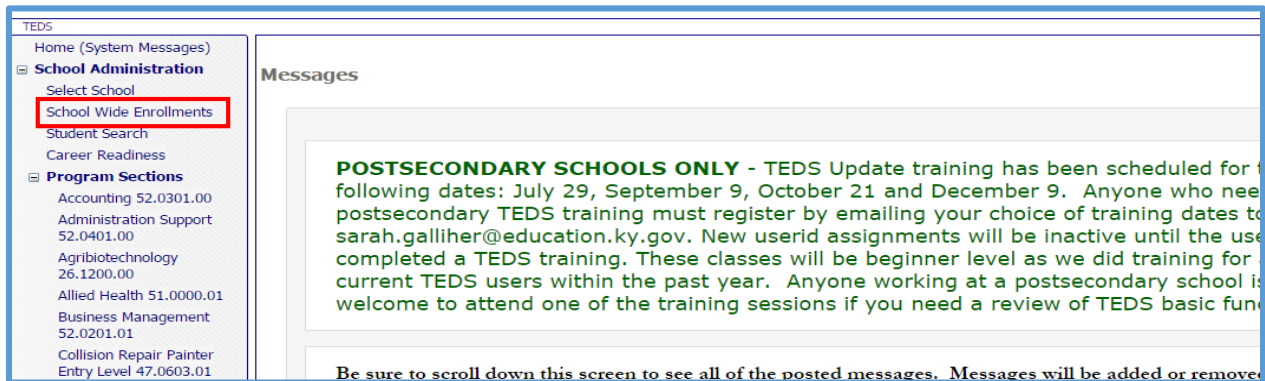
Adding or Changing the Federal Indicator

2015-2016 is a DATA CLEANUP YEAR ** (see next page for details)

REMEMBER

- Every student must have one and only one federal indicator
- If another record is already marked, you must uncheck that enrollment before checking a new enrollment.
- If you do not click save, it never happened
- You cannot run a report to check your changes until the next day

1. Log in to TEDS
2. Select your school and the CURRENT SCHOOL YEAR
3. Click on Schoolwide Enrollments



4. Make any necessary changes to federal indicators by checking the box next to the pathway for which you want the student counted for Federal Reporting.

Name	SSN	SSID	Program ▲				Federal Report	Select All (Delete/Copy)
Whitaker Kiley	404-35-1115	1751456891	Accounting	Demographics	Enrollment	CATS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seider Debbie Ann	999-52-3544		Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>	<input type="checkbox"/>
Whitaker CJ	999-58-7432		Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>	<input type="checkbox"/>
Christian Claude	147-25-8369		Accounting	Demographics	Enrollment	CATS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Whitaker Chloejade	999-22-0564	3195369875	Accounting	Demographics	Enrollment	CATS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seider Debbie Ann	999-52-3544		Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>	<input type="checkbox"/>
Whitaker Chloejade	999-22-0564	3195369875	Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>	<input type="checkbox"/>

5. Click the Save Button before you leave the page

2015-2016 is a DATA CLEANUP YEAR

With the implementation of a new script in TEDS, we are now able to ensure that students enrolled in TEDS will only have one and only one federal indicator. For this change to work properly, we need you to work on data cleanup.

As long as you follow the steps, this will be a onetime effort and you will have accurate data moving forward.

1. Run Report # 5, Duplicate Federal Indicator Report from the [Recommended Reports for Data Validation](#).
2. If your result is not a blank report, print the report and follow the instructions on the previous page.